

VERMONT TECH

Manual of Policy and Procedures

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| <i>Title:</i> Official Personnel Files | <i>Number:</i> T 202 | <i>Page(s):</i> 2 |
| | <i>Date:</i> July 2009 | |

PURPOSE

Vermont Technical College shall maintain one official personnel file for each employee. This shall not preclude duplicative or unofficial files but any such files shall not be considered official files of an employee.

STATEMENT OF POLICY

The official personnel file is:

The Employee Record File includes:

- Job descriptions and records relating to promotion, reclassification, changes and/or addition to duties.
- Performance evaluations
- Resumes or curriculum vitae
- Letters and other documents that address the employee's performance
- Disciplinary documents
- Remediation plans and timetables
- Documents relating to personnel actions
- Letters of appointment
- Responses written by the employee to materials placed in this file.

The only written material that may be used in a personnel action shall be the written material in the official Employee Record File.

Staff Employee record files are located and maintained in the Human Resources Office. Faculty employee record files, both active and retired, are located and maintained in the Office of the President.

In addition, Vermont Technical College will keep a **Payroll** file which will be located and maintained in the Payroll/Benefits Office. This will contain but not be limited to documents relating to appointments, hiring, salary, benefits, benefit plan enrollment, leave status, taxes and other non-evaluative aspects of the employee's employment.

Employees are responsible for notifying the Payroll & Benefits Director of any changes in name, address, telephone number as well as changes of beneficiary, dependents, etc.


Where required by law, regulation, or medical insurance practices, the Colleges may also create a file for **medical information**. This will be kept in accordance with all applicable laws governing the confidentiality of medical records maintained by an employer.

No person shall have direct access to personnel records other than those with a bona fide interest. Any person having access to a personnel file shall sign a log sheet located in each file to document the date and purpose of access.

Employees are entitled to review all documents in their personnel files upon reasonable request. They may add relevant job-related materials to their files and request copies as appropriate.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) April 2005
 - b) July 2009

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| Signed By:  Patricia Moulton President |
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